

1000 SW Jackson, Suite 330  
(785) 296-0056

[www.kdhe.state.ks.us/hoc](http://www.kdhe.state.ks.us/hoc)

Topeka, Kansas  
66612-1365

## New Options for Schools and Adult Care Homes

The **Skills Checklist for Employment Verification** has been revised and can now be given in an instructional laboratory setting. It has a new name - **Kansas Nurse Aide Task Checklist for Employment Verification** - and is available on our website, or it can be obtained by contacting Martha Ryan at (785) 296-0058 or [mryan@kdhe.state.ks.us](mailto:mryan@kdhe.state.ks.us). The **Task Checklist** for Employment Verification must be administered by a licensed registered nurse. The checklist is used for nurse aides who have not worked within the past 24 months or nurse aides who are unable to obtain employment verification information.

Health Occupations Credentialing (HOC) has developed a **refresher course for nurse aides**. The course is designed to be used as an alternative to the Task Checklist for Employment Verification for nurse

aides who have not worked within the past 24 months or who are unable to obtain employment verification information. Course requirements:

- it must be sponsored by an approved sponsor,
- the course application must be submitted three weeks prior to the starting date of the course,
- the instructor must be approved to teach the 90-hour nurse aide course, and
- rosters and identification slips must be sent to HOC at the conclusion of the course.

When HOC is notified that a nurse aide has successfully completed the Task Checklist for Employment Verification or the refresher course, the registry will be updated to reflect that the aide is eligible for employment.

## Annual Employment Verifications

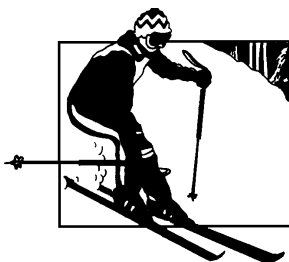
Annual Employment Verification requests have been mailed out. It is to the advantage of each facility to provide the employment verification information for each **certified nurse aide, home health aide, or certified medication aide** employed for at least 8 hours during the last 12 months (January 1, 2001 through December 31, 2001).

If you did not receive the Annual Employment Verification request and you have employed **certified nurse aides, home health aides, or certified medication aides**, please contact Fran Breedlove at (785) 296-0059 or by e-mail at [fbreedlo@kdhe.state.ks.us](mailto:fbreedlo@kdhe.state.ks.us).

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To comply with federal regulation 42 C.F.R. 483.156(b)(3), the Health Occupations Credentialing Section (HOC) is required to determine whether certified nurse aides have had a lapse of employment of more than 24 consecutive months. Effective January 1998, employment verification reporting is required on an annual basis.

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# HOC Update

## Revised 90-Hour Certified Nurse Aide Instructor Manual

Health Occupations Credentialing has mailed a revised 90-Hour Certified Nurse Aide (CNA) Instructor Manual to sponsors and instructors who have taught a CNA course in the past year. The major changes to the manual include:

- A new Kansas Nurse Aide Part I - NATCEP Task Checklist which replaces the Part I Skills Competency Checklist (completed at the end of Part I of the nurse aide course). The task checklist can be given in a hospital, instructional laboratory or adult care home. Upon successful completion, the checklist is given to the student.
- A new Kansas Nurse Aide Part II - NATCEP Checklist which may be used to document student knowledge and skills at the conclusion of the nurse aide course. This also should be given to the student.
- New forms for Waiver of the Prohibition of Nurse Aide Training Competency Evaluation Program (NATCEP) for facilities with Bans on Training.
- New HOC address on all forms.
- New Alternative Practice Setting Experience for CNA Instructor Applicants, designed for registered nurses who have geriatric, long-term care experience but not specifically with an adult care home, which may count toward the requirements to become a CNA instructor.

If you need a copy of the revised manual, please contact Martha Ryan at (785) 296-0058 or [mryan@kdhe.state.ks.us](mailto:mryan@kdhe.state.ks.us).

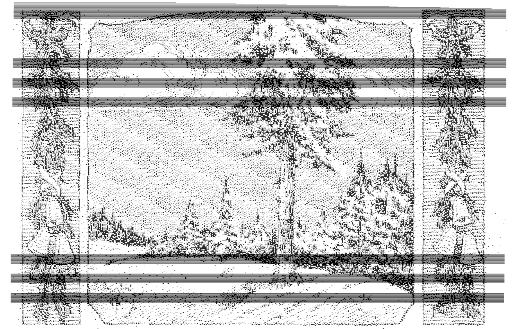
### Instructor Address Updates

Please ask instructors of the aide courses to keep their address current with Health Occupations Credentialing (HOC). Occasionally, it is critical for HOC to communicate with the instructors, and only an up-to-date address allows that to occur.

### Criminal Record Check

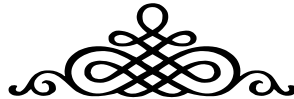
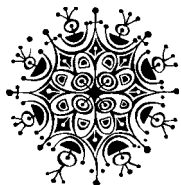
Just a reminder when submitting names of individual employees or applicants who are affected by the laws for criminal record check:

- Complete all boxes on each form submitted.
- Collect all names the person has ever used, using his or her spelling.
- Note if additional names are on the back of any form.
- Count the number of person (forms) being submitted.
- Submit the proper total payment of \$7.50 x number of forms.



Also make sure that your Facility ID number is on the top<sup>2</sup> of the request form.

# HOC Update



## KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT BUREAU OF HEALTH FACILITIES HEALTH OCCUPATIONS CREDENTIALING

### CNA, HHA & CMA INSTRUCTOR WORKSHOP

Health Occupations Credentialing staff will be presenting a free informational session on current and new procedures and forms. We will also be discussing teaching techniques and tips on teaching adults. There will be a group discussion, so bring any suggestions, problems, or solutions you may have to share with the group.

This session is geared toward present or future instructors, coordinators and sponsors offering certified nurse aide, home health aide, medication aide, activity director, social service designee or operator training courses.

### WE HOPE YOU CAN JOIN US AT ONE OF THE FOLLOWING LOCATIONS:

Dodge City Community College  
2501 North 14th Avenue  
Dodge City, KS 67801  
Santa Fe Room

Tuesday, February 12, 2002  
9:30 am to 2:30 pm

Colby Community College  
1255 S Range  
Colby KS 67701  
Room 107

Wednesday, May 22, 2002  
9:30 am to 2:30 pm

Fort Scott Community College  
2108 S Horton  
Fort Scott, KS 66701

Wednesday, September 18, 2002  
9:30 am to 2:30 pm

To register for any of these locations, please e-mail Dolores Staab at [dstaab@kdhe.state.ks.us](mailto:dstaab@kdhe.state.ks.us) or call at (785) 296-6796. Also, please contact Dolores if you are interested in hosting a workshop.

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### PRESENTERS

Betty Domer, Administrative Specialist  
Martha Ryan, Education and Training Development  
Dolores Staab, Education Certification Specialist  
(785) 296-6796





# HOC Update

## Health Occupations Credentialing

<i>Assistance</i>	<i>Call</i>
Forms or not sure who to call... (Forms may be downloaded from internet)	785-296-0056 <a href="http://www.kdhe.state.ks.us/hoc">www.kdhe.state.ks.us/hoc</a>
Initial license, license renewal, reinstatement or verification (adult care home administrator, dietitian, speech-language pathologist, audiologist)	Brenda Nesbitt 785-296-0061
Health Occupations Credentialing Act	Marla Rhoden 785-296-6647
Aide training courses, sponsorship programs, course approvals, continuing education approval for licensees	Dolores Staab 785-296-6796
Test scheduling for aides or challenging an aide test with higher education; forms	Betty Domer 785-296-1250
Medication aides; forms	Stephanie McCown 785-296-0060
Instructor approval/aide course, interstate or reciprocity for aides	Fran Breedlove 785-296-0059 after 3:00 p.m.
Test for ACHA, education policies	Martha Ryan 785-296-0058
Criminal record check program Criminal record check request forms	Steve Irwin 785-296-8628 Sarita Everett 785-296-6958
Open records request (Kansas Open Records Act)	Tania Peeters 785-296-1284
<b>KANSAS NURSE AIDE REGISTRY</b> <b>(785) 296-6877</b> <b>Monday through Friday</b> <b>8:00 a.m. to 12:00 and 1:00 p.m. to 3:00 p.m.</b>	

## Kansas Department of Health and Environment

### Bureau of Health Facilities

Health Occupations Credentialing

1000 SW Jackson, Suite 330

Topeka, Kansas 66612-1365

(785) 296-0056

Fax (785) 296-3075

### Health Occupations Credentialing Forms

HOC updates forms often and has placed the current revised forms on our website.

## FREQUENTLY ASKED QUESTIONS

**YQ** I got married and my name has changed, how can I update KNAR? Is it okay for me to work if my name is different than on my certificate?

**YA** Health Occupations Credentialing has a form that the aide completes and submits along with the legal document for the name change, such as marriage license, divorce papers, etc. to change name in Kansas Nurse Aide Registry. The form title is "For Certificate/License Replacement - Name Change". There is no fee to update the KNAR. If you want a copy of your certificate with your new name on it then attach a fee of \$10 and send to our office. This is also the opportunity to update the KNAR with the most current information, name change, address, phone number, etc. To receive this form call (785) 296-0060, or you can find it on our website.

The name change does not affect a CNA status on the Kansas Nurse Aide Registry; if a CNA is current and in good standing, the CNA is eligible to work in long term care.

The Update will address frequently asked questions occasionally -- if you have questions to submit, call 785-296-0059 or send an email, [fbreedlove@kdhe.state.ks.us](mailto:fbreedlove@kdhe.state.ks.us).



Update is published quarterly by  
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